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Date

Massachusetts Emergency Management Agency  
Attn: Sarah White  
400 Worcester Road  
Framingham, MA 01702

RE: Letter of Intent and Non-Federal Cost Share Commitment for 2018 Hazard Mitigation Plan

Dear Ms. White;

Through this letter the **Town of/City of \_\_\_\_\_** wishes to be considered for 2018 Pre-Disaster Mitigation Grant / Hazard Mitigation Grant Program funding to **update/create** our Local Multi-hazard Mitigation Plan. Our current plan was approved on **\_\_\_\_\_** and expired on **\_\_\_\_\_** **OR** is set to expire on **\_\_\_\_\_**.

In addition, we commit to providing a non-federal cost share of **\$\_\_\_\_\_** which is 25% of the total cost of the planning project we will undertake if awarded. The non-federal cost share will be comprised of:

***town cash, special appropriations, staff time (if staff time - you need to provide a detailed budget, including roles, estimated hours, and rates to support this)***

We are committed to making our community more resilient from natural hazards and reducing our overall vulnerability. We will be addressing the following hazards in our plans:

***Add details about your hazards of concern. What are your top 3 vulnerabilities? Do you have mitigation or resilience activities already underway? Highlight one here.***

The **Town of/City of \_\_\_\_\_** is committed to implementing this planning process by:

***Add a statement here how you will implement the planning grant. Name the specific person and title who will be the local team leader to the plan (who will spearhead this?) Will you create a local committee or use an existing one? Who is, or will be, on that group? What non-governmental agencies will you invite to participate in the plan development? How many meetings and public forums will you have?***

***PLEASE refer to the MA Hazard Mitigation Plan Scope of Work and the FEMA planning handbook for the minimum guideline for these actions***

We hope that you consider our commitment letter for our Hazard Mitigation Planning Update, and include our community in the 2018 application to the Federal Emergency Management Agency for funding. We look forward to this opportunity.